



Minutes NV IT Operations Committee (NITOC)

DATE	July 8, 2004
TIME	1:30 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair	✓	Kathy Ryan, Co-Chair	✓
Mike Hillerby, Chair, Strategic Plan		Alisanne Maffei, Co-Chair, Strategic Plan	✓
Robert Roth, Chair, ITPOC	✓	Kathy Ryan, Co-Chair, ITPOC	✓
Janice Rhode, Chair, IT Workforce	✓	Kathy Comba, Co-Chair, IT Workforce	
Dave McTeer, Chair Enterprise Architecture	✓	Terry Savage, Co-Chair, Enterprise Architecture	✓
Teri J. Mark, Chair, NERC	✓	Linda Morrison, Co-Chair NERC	
Alan Rogers, Chair, Integration	✓	Vacant, Co-Chair, Integration	
Randy Potts, Chair, Security	✓	Jerry Beauchamp, Co-Chair, Security	

Other attendees

Name	Name

CALL TO ORDER

Terry Savage called the meeting to order at 1:30 pm.

REVIEW OF MINUTES AND AGENDA CHANGES

A MOTION WAS MADE BY TERI MARK AND SECONDED BY DAVE MCTEER TO APPROVED THE MINUTES WITH AMENDMENTS AS FOLLOWS. MOTION CARRIED.

- Update Membership roster to shown Committee name changes and member changes
- Correct the spelling of Terrorism

Dave McTeer questioned bringing work programs before the ITAB. Terry said he thought it was a good idea to bring all IT related work programs before ITAB and Dave said just as long as they weren't accounting related since it would be a bottleneck to review all work programs. Terry agreed and said he would need to assign someone to review the IFC agenda and work programs and formalize the process. Dave offered to provide quarterly testimony to ITAB on the radio system.

Randy Potts questioned the members as to what was the reason they rejected the PSP 4.34 IT Operating System Patch & Upgrade Management.

CHAIRMAN REPORT

- Terry shared by copy the new organization structure for IT Governance, showing the Strategic

- Planning Committee reporting directly to the Governor.
- ITOS: Dave McTeer reported that as of June 30th the contract with Ed Perry ended. He and Ed have one more meeting scheduled (July 20) before he can prepare the Executive Summary which will be reviewed by Mike Hillerby, Perry Comeaux and Terry Savage on July 26th. Dave indicated that they have received full concurrence thus far from the Strategic Planning Committee, which is positive.

DECISIONS¹

Item No.	Decision
1.	<u>An update to 9.01 ITPOC Charter was approved as presented.</u>
2.	<u>A new standard was presented: 4.66 Peer-to-Peer File Sharing and Instant Messaging. The Standard was approved with the following corrections:</u> Remove chooses have the word 6.0 STANDARD Change 6.0.2 A to read "Only for purposes authorized by the agency."
3.	<u>The Interim Standard 2.04(A) Non-DOit Internet Service Provide (ISP) Hosting Standards was approved for extending another 90 days.</u>
4.	Standard 4.34 IT Operating System Patch & Upgrade was discussed briefly and the members asked Randy to bring it back to Committee for revision.

COMMITTEE REPORTS

1.	IT Project Oversight – Roberta Roth reported that the Committee is reviewing 8 projects currently and should be seeing the new SAIN (formally SMART) project in the near future. Right now the Committee doesn't have a good feel about SAIN but is trying to get to know the project better - hopefully by September. Real Estate will be having a new licensing project soon. Terry asked for the project report so he could take it with him to the Governor. Kathy Ryan said she would provide.
2.	NERC – Teri reported that the Committee hasn't had a meeting since the last NITOC meeting, but is working on guidelines..
3.	IT Work Force- In the absence of Janice Rhode, Kathy Ryan reported that the Committee is continuing to review several class series – currently working on DBA's.
4.	Justice IT Integration – Alan Rogers reported that he is waiting for the study to be complete and then letters to out by next meeting.
5.	Strategic Planning – Alisanne Maffei distributed a report of the Committee's activities to NITOC..
6.	Enterprise Architecture –Dave McTeer reported that the Committee will be having their kick-off meeting July 19 at the State Library.
7.	Security- Randy Potts reported that the Committee is diligently working on Digital Certificates and both the AG's and SOS's office is involved. He reported that the Committee received monies for Security Awareness and an application is in the works. The Committee is also involved with enterprise wide security initiatives, common authenticity and disaster recovery

ACTION ITEMS²

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	Sometime Soon	
10.	7/8/04	High Level Status Reporting	Terry Savage	8/12/04	

¹ *Decision:* Reaching a conclusion... particularly in response to a course of action.

² *Action Item:* A commitment to complete an action or an assignment.

OTHER ISSUES

None

ADJOURNMENT

The meeting was adjourned at 3:00 pm.